

MINUTES OF CASE COMMITTEE MEETING
HELD MARCH 24, 1964

Present: Mr. Schein - Chairman

Miss Voigt

Mrs. Warren

Mr. Osborne

Mrs. Casey

Miss Dickson

Mr. Kilduff

Mr. Kilduff opened the meeting by informing the Case Committee that on April 1st, the following changes would occur in the Belleville Branch of the Family Service Bureau. Mr. Anthony Favale would be assigned to the Belleville Branch and Mrs. Mary Fawcett would be re-assigned to the Newark Office. On Monday, April 6th, the Belleville Branch will follow the same hours as the Newark Office, in that it will be open Monday evenings until 9 p.m.

Mrs. Warren asked if Mrs. Fawcett, an excellent therapist, would be able to continue with those cases she now has in Belleville even though assigned to the Newark Office. It was explained those cases that could not be seen in Newark would be seen by Mrs. Fawcett in the Belleville Office.

Following this announcement, question was raised by Miss Dickson as to the disposition of Mr. Favale's caseload. This raised the question of expectation in terms of members of families assigned to any particular worker and the expectation in terms of production. Miss Dickson was concerned about the size of the present caseloads of staff and was interested in establishing the maximum number of cases that could be assigned to any one worker. At the present time it is the custom to assign about 30 families to each caseworker in order to make maximum use of the 25 hours available for direct service to the clients in any one week out of the 35 hour work week. Question was raised as to the expectation of caseloads given to any one worker and whether or not this was standardized.

It was pointed out there were expectations set down by F.S.A.A. and this varied according to the category and experience of the worker. Presently the staff is exceeding F.S.A.A. standards in direct service to clients weekly. Miss Dickson was concerned about having more time for thinking about cases and felt having a dictaphone machine on her desk would help to reduce the problem of dictating, because the present schedule of all the workers on the staff allows little or no time for thinking about the cases they are presently handling. Mrs. Warren asked if we had thought in terms of purchasing Stenorettes and this led to a general discussion about the feasibility of providing individual recording equipment for all the professional workers. None of the committee members knew what the cost of the equipment was and Mr. Kilduff said he would explore how expensive it would be to provide such equipment for each worker. However, it was pointed out early in the discussion when dictating machines were provided for the workers in the past, there had been no appreciable difference in recording and the present card system has been more effective than our experience with the use of dictating machines.

In the last meeting of the Case Committee, Mrs. Casey was asked to review the cases now active in the agency to ascertain what percentage

of clients were paying fees as against those that were not. Prior to this breakdown, Mrs. Casey told the committee that since the last meeting, she had met with Newark School officials to discuss school referrals because in the F.S.A.A. report recently completed by Miss Murta, she pointed out the school referrals were poor and that our agency should work with them to make a proper referral. In addition to this, Mr. Kilduff spoke on Friday, February 28th to the entire social work division of the Newark School System. Following this, Mrs. Casey met with Mr. Denberg, Director of Special Education, Miss Berkowitz and Miss Fortorello, for the purpose of discussing with them four types of referrals.

- 1 - Referrals made by the school where no contact is made by the client with the agency
- 2 - Referrals from the school where 1 or 2 contacts are made by the client and there is no further service
- 3 - The continued service case
- 4 - The case referred from the school by other than the school social worker

As a result of this meeting, the suggestion was made that a seminar be arranged jointly with the agency and the Department of Special Education to discuss cases similar to those discussed at our meeting in order to obtain greater knowledge and understanding as to possible ways to improve referrals from the Newark schools.

Mrs. Casey also discussed her contact with Rev. John Green, Director of the Department of Social Welfare (Protestant Welfare Center) of the Greater Newark Council of Churches. In this meeting the program of the Protestant Welfare Center was discussed in detail with Rev. Green and special reference was made to their Friendly Visitor Service and ways in which our agency might utilize this for the benefit of our clients. Rev. Green agreed to call us at a later date and give us information as to potential Friendly Visitors we could use on one particular case that had been mentioned in the discussion. Rev. Green inquired about the program of the agency in considerable detail with special reference to the possibility of Family Service Bureau offering a clinical experience for ministers or seminary students requiring an orientation to the social work field.

Mrs. Casey informed the Case Committee since the Newark Agency has assumed the responsibility for Belleville, in the month of January there were five requests for service and in February there were 12. Of the total active caseload including the intake, at the beginning of the year, there were 3 families paying a fee.

Statistics on fee paying clients were given for the month of February 1964. In Belleville in February 1964, fees amounted to \$15.00, in Newark, \$707.25. There were 81 families in the Newark Office who were fee paying clients.

In the breakdown of cases who were receiving public financial assistance, 46 families on the active case load in February fell into this category.

Also, a brief report of the present status of Mrs. Fawcett's project, "Causes Of Addiction Arising From Within The Family" was presented to the Case Committee.

Mr. Schein, in discussing the work of the committee for the past few months, asked if it were not possible to have a client appear at our next meeting. Previously the committee had concerned itself with this. However, the F.S.A.A. report had indicated that this was a restricting use of the committee. The new members of the Committee felt that devoting the next meeting to a client's interpretation of the services of Family Service Bureau would enhance their understanding of the work of the agency.

Next meeting will take place Tuesday, April 14th, at 11 a.m.

Edward V. Kilduff